

Permanent Building Committee Meeting Minutes
Thursday, July 22, 2021
Zoom Meeting
Approved: July 28, 2021

PBC Members present: Cindy Russo, Chair; Rick Maiore, Vice Chair; Corey Dufresne; Steve Moeser; Guy Herman; Pablo Carbonell; Jeff Hayes, Facilities Manager/Building Inspector.

Attending: Marie Sobalvarro, Assistant Town Administrator; Guy Oliva, COA Subcommittee Representative; Joan Eliyesil, The Harvard Press; Debbie Thompson, COA Director; Chelsea Knott, Gale Associates; Michael Teller, CBI Consulting.

Ms. Russo called the meeting to order at 8:32 a.m., and read aloud the Remote Meeting Preamble.

REVIEW AND APPROVE MINUTES OF JUNE 30, 2021

Mr. Carbonell made the motion to accept the minutes as amended; Mr. Dufresne seconded. The vote was unanimous.

Agenda items were taken out of order to address those involving Mr. Teller and Ms. Knott first.

REVIEW DRAFT FEE PROPOSAL FROM SOCPTEC FOR DPW FACILITY ANALYSIS AND SPACE NEEDS ASSESSMENT

The members requested revisions of the draft fee proposal, including the addition of an appearance at Town Meeting, deletion of the statement that the fees are estimates, a switch from monthly billing to a schedule based on completion of milestones, and harmony between statements of whether reimbursements are included or not. Mr. Dufresne also noted that hazmat testing is not included. Mr. Teller estimated hazmat testing would cost approximately \$2,500, and will include an estimate for remediation. A revised draft fee proposal will be sent to the PBC for their review at the next meeting.

REVIEW DRAFT 90% DESIGN FROM GALE ASSOCIATES FOR OLD LIBRARY ROOF

Ms. Sobalvarro agreed provide paper copies of the plans to the members who had difficulty reviewing the plan electronically. Ms. Knott indicated that a formal cover letter and the specification book, including an itemized scope, are expected to be completed and provided to the PBC by the end of the day.

REVIEW JUNE 2021 INVOICE FROM GALE ASSOCIATES

The members agreed to consider the invoice at their next meeting if the specifications and drawings are in-hand and adequate.

Mr. Maiore joined the meeting.

REVIEW RFQ RESPONSES FOR COA ARCHITECTURAL SERVICES AND IDENTIFY RESPONDENTS FOR INTERVIEWS

The PBC members discussed their rankings of the responses and agreed to interview Abacus, DAI/Liro, and GRLA. Ms. Sobalvarro confirmed that Abacus is working on the Bromfield School ramp project. Ms. Thompson indicated she found DAI very easy to work with, and while DAI expanded the budget, this may have been due to lack of clear communication by the COA. Ms. Sobalvarro will contact the three firms to request they appear for in-person interviews on July 28th, and inquire as to whether Mr. Lam is still working at DAI.

ADDITIONAL UPDATES ON CURRENT PROJECTS

Ms. Sobalvarro reported that she has received from 35 Lancaster County Road one response to the RFP for the COA facility lease and one response to the RFP for the COA facility purchase. She advised that all bids will be opened on Monday, June 26th at 2 p.m., and then scanned for the PBC's review. Ms. Sobalvarro or Ms. Russo will reach out to Chief Sicard to identify the length of time needed for a discussion with the PBC Members regarding the Fire Station Report. Mr. Carbonell agreed to draft a letter to the Select Board expressing the PBC's concern that a maintenance plan for the new Hildreth Elementary School is in place and has assurances that it will receive adequate funding from the School Committee budget.

The meeting adjourned at approximately 9:12 a.m.

Respectfully submitted,

Alison Flynn

Referenced Documents:

- Agenda
- Draft minutes of 6/30/21
- Draft fee proposal from SOCPTEC